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UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration
Washington, D. C.

February 9, 1943

PERSONNEL DIVISION MEMORANDUM NO. 14

To: Branch and Division Chiefs, and Regional Administrators

From: F. C. McMillen, Chief, Personnel Division

Subject: Procedure for Authorization of Overtime in Excess of 48 Hours

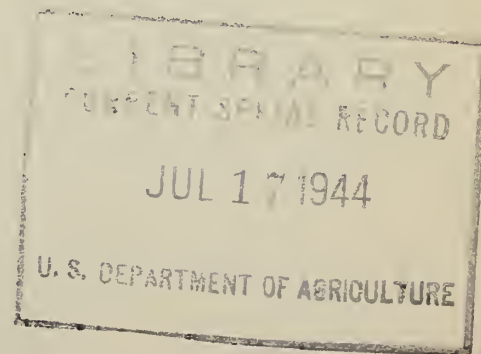
If overtime in excess of 48 hours is required, this procedure is to be followed:

I. Request for Overtime

- (a) Requests for overtime are to be made by the supervisor, by phone or telegraph, to the authorizing official who will be:
1. The Branch or Division Chief in Washington for Washington employees.
 2. The Regional Administrator in the field for all employees physically within the boundaries of his region.
- (b) In making the request, the supervisor should indicate the approximate number of hours of overtime required, where possible, and the reason for overtime.
- (c) Prior approval of overtime is necessary to insure compensation unless it is imperative to order employees to work overtime before authorization can be received from the Branch or Division Chief or the Regional Administrator. In such cases the supervisor should initiate the order and coincident thereto advise the authorizing official by phone or telegraph that overtime has been ordered. The authorizing official shall have the authority to approve the overtime retroactively.

II. Overtime Form FDA-302

- (a) The supervisor making the original request shall, on the last working day in each pay period in which he has made a request for authorization of overtime, execute in triplicate Form FDA-302, which he will send to the Branch or Division Chief or the Regional Administrator, as the case may be.



B. Upon receipt of Form FDA-302 the Branch or Division Chief or the Regional Administrator will sign all copies if he approves the overtime. The copies of the form will be rerouted as follows:

1. Original to the Cashier and Payroll Section of the Regional Fiscal Division (or the Cashier and Payroll Section of the Fiscal Division in Washington.)
2. One copy to the Accounting Section of the Fiscal Division.
3. One copy to the Personnel Division to assure accuracy of personnel information.

Fredrick P. McMillan

Attachment

F-463